



## FY17 Local Arts Agency Grant Guidelines

### **DESCRIPTION**

---

**Local Arts Agency Grants** provide general operating support for Local Arts Agencies to ensure that the cultural, civic, educational, and economic benefits of the arts are accessible to every community in the state. Information about local arts agencies and the Local Arts Agency Designation can be found on our [website](#).

A Local Arts Agency (LAA) is the primary organization in a defined geographic area that supports and advances the arts for its community by engaging residents, identifying and addressing community needs, reflecting community demographics, contributing to the quality of life, building community identity, and supporting artists and arts organizations. A Local Arts Agency is differentiated from other community arts organizations by its responsibility for fostering the arts throughout the community and by offering various types of arts services and/or activities that are often multidisciplinary in nature. A Local Arts Agency can be an agency of local government, a nonprofit organization, or a hybrid of the two.

**Deadline for grant submission:** February 26, 2016 at 5:00 p.m.

**Request range:** up to \$15,000

This is a competitive panel reviewed grant. No organization is guaranteed funding from one year to the next.

### **FUNDING ELIGIBILITY**

---

#### **Who Can Apply?**

Officially designated Local Arts Agencies that are either nonprofit 501(c)(3) organizations or are part of a city/county government or a hybrid of the two. This may include councils, boards, committees, and other organizations.

#### **What is on the Local Arts Agency Designation Agreement?**

[Local Arts Agency Designation Agreement](#)

1. It is signed by a representative of the city/county government recognizing the organization as the official local arts agency for that defined community.
2. It indicates that the organization offers their community **at least four** of the following fourteen services:
  - Provide access to diverse art forms that facilitate public participation.

- Offer programs and services that include and support the cultural diversity and traditional arts of the community.
- Engage in community development through the arts.
- Conduct cultural and community assessment and planning that encourages input from community members.
- Stewardship of a community's art collection(s).
- Engage in programs that promote arts advocacy efforts at the local, state, or national level.
- Provide and/or support arts education (K-12, adult education, creative aging, etc.)
- Manage a public art program.
- Produce or present arts programs such as festivals, public art projects, community theatre, concerts, workshops, etc.
- Grant or provide financial support to cultural organizations or artists in the community.
- Economic development efforts that support the creative economy through arts industries.
- Manage one or more cultural facilities in the community.
- Contribute to creative placemaking activities.
- Undertake public relations or marketing services for LAA arts program and for other arts and cultural activities in the community.

**FUNDS may NOT be used for the following:**

- Employee or applicant's personal gain, paid political advertising, lobbying expenses, for-profit ventures or fundraising expenses.
- Projects sponsored by or taking place on a college or university campus not involving the community at large in planning, implementation and/or performance of the project.
- Activities restricted to an organization's membership.
- Fundraising events or galas including prizes, awards, benefits or associated hospitality (food, refreshments, etc.).
- Prizes, awards, benefits or hospitality (food, refreshments) costs.
- Capital improvements, purchase, or long-term lease of equipment or property.
- Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the de minimis cost rate of 10%.

**Division of Arts & Museums Grant Policies:**

- Organizations may only receive one Arts & Museums grant per fiscal year. The only exception to this rule is OnStage funding. See [artsandmuseums.utah.gov](http://artsandmuseums.utah.gov) for details.
- **Grants require a 1:1 cash match.**
- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).

- **Charitable Solicitations Permit:**

Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. In your application (if you are not a government agency or educational institution), we will ask you to provide a copy of your current Charitable Solicitation Permit. You must upload either a current CSP or a brief explanation of your exemption. If you have questions about whether this applies to your organization or not, you can read the [law](#), or contact the [Department of Consumer Protection](#).

- Utah Arts & Museums funds must be spent between July 1, 2016 and June 30, 2017 (FY17).
- Legislative pass-through:
  - Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for Utah Arts & Museums grant funding.
  - Organizations that receive one-time legislative pass-through funding for operating expenses are eligible to apply for Utah Arts & Museums funding during any years that they do not receive legislative pass-through funding.
  - Organizations that receive one-time pass-through funding for a specific project may still be eligible for Utah Arts & Museums funding. The Division Director may take into account the frequency of such appropriation requests and the nature and purpose of the requested appropriation.
  - Organizations that receive pass-through funding for capital projects are eligible for Utah Arts & Museums funding.
- Grantees must send a letter of appreciation to their legislators thanking them for grant funding and must submit copies with the final evaluation report form. Additionally, one of the best opportunities for you to connect with your legislators in person is at Arts Day which is sponsored in cooperation with Utah Arts & Museums, Utah Cultural Alliance and Art Works for Kids. Please put February 6, 2016 on your calendars and plan to attend. Museums Day is March 23, 2016.
- Grantees are required to file a final report online by August 1, 2017.
- Organizations must list their organization name and event information on [Now Playing Utah](#).
- Grantees must give credit to Utah Arts & Museums and the National Endowment for the Arts (NEA) in promotion, publicity, advertising, and programs, and use **current logos** in published materials and publicity. Logos and style guides are available on our [website](#).
- Organizations must list their organization name and information on [Now Playing Utah](#).
- Organizations may not apply if there are any outstanding financial or reporting obligations due to Utah Arts & Museums for any grant funded by the Division.

## APPLICATION PROCESS

---

### Deadline

A complete grant, with all attachments, must be submitted [online](#) by **Friday, February 26, 2016** at 5:00 p.m. MST.

## Funding Decisions

A panel of peers and community representatives review and score the applications based on the criteria in the guidelines. The process is overseen by a UA&M board member. Grant awards depend on the amount of funding requested, how the applicant scored in the review process, (with attention paid to regional and rural distribution of state funds), and the amount of funding available. The Utah Arts & Museums Board of Directors reviews and approves final funding recommendations. Following board review, applicants are notified and contracts are sent to successful applicants. Applicants must sign and return contracts before payment can be made. **Funds are not available until after July 1. Awards over \$7,500 will be disbursed in two payments, an initial 80% payment followed later in the year by a 20% payment.**

<b>Grants Open</b>	December 28, 2015
<b>Grants Close</b>	February 26, 2016
<b>Panel Review</b>	March 2016
<b>Board Approval</b>	Late Spring 2016
<b>Funding Notification</b>	Late Spring 2016
<b>Payment Disbursed</b>	After July 15, 2016

## GRANT PREPARATION & REVIEW CRITERIA

---

Below is the list of the grant questions in your application.

### General Information

- Provide a brief description of your proposed grant. On the OVERVIEW PAGE, the information entered in the description box will be used to define the “Scope of Work” on your contract if your application is funded. 500 character limit.
  - Contact information
  - Federal Employer Identification Number (EIN)
  - DUNS number
  - Number of full-time and part-time employees
  - Number of volunteers
  - Number of seasonal workers
  - What is the total annual attendance at your events?
  - What is your organization’s mission?
  - Upload a copy of your current Charitable Solicitations Permit.
- **Artistic Excellence in Programs (30%):**
    - Please upload a copy of your Local Arts Agency Designation Agreement.
    - Provide a detailed description of the arts-related services your organization will be delivering. In your answer, clearly articulate how the services that you offer are related to the activity boxes that are “checked” in your Local Arts Agency Designation Agreement.
    - Tell us the methods that will be used to ensure high artistic excellence in your programming (e.g. how you will plan your season, how you select teaching

artists, who provides artistic leadership, how you will establish your programmatic standards, etc.)

- Upload current supporting documentation to demonstrate artistic merit of recent work (MP3s, video clips, a .pdf with web links, letters of support, playbills, etc.) Maximum of three representative samples. Maximum file size is 25MB.

- **Community Involvement and Access (40%):**

- Describe the community you serve, the needs that exist, how your organization responds to your community's needs, and the impact of your work.
- Describe evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations.
- If your organization provides programs that reach K-12 or life-long learners, please describe.
- Describe how your organization engages with underserved populations whose access to arts experiences are limited (e.g. by geography, ethnicity, economics, etc.).
- Does your organization comply with ADA and [Section 504 accessibility requirements](#) (accommodations for people with disabilities)?
- How does your organization help people who are differently-abled have more meaningful access to your programming?
- Are your events/organization listed on [Now Playing Utah](#)?

- **Sound Management (30%):**

- Explain your organizational structure including board make-up/selection process; staff make-up and responsibilities; and consistent volunteer involvement over the last completed fiscal year.
- Upload long range or strategic plan in this section if you have one.
- Describe your sources of funding and fundraising strategies. Identify and list other sources or means of support (volunteers, in-kind, cash, partnerships, etc.) Answers to this question should be accurately reflected in your budget.
- Explain your re-granting services (if applicable) and provide list of grantees. This can mean any re-distribution of funds in your geographical area.
- How will you evaluate organizational/programmatic effectiveness? What form(s) of evaluation will you use?
- List your total operating budget for the current fiscal year.
- Upload General Operating Budget, found at [artsandmuseums.utah.gov/grant-forms](https://artsandmuseums.utah.gov/grant-forms). Retain a copy of your completed budget form. You will be required to update your budget and re-attach it to your final report.

## CONTACT INFORMATION

---

Laurel Cannon Alder, Grants Manager  
617 East South Temple  
Salt Lake City, UT 84102  
801.236.7550 | [lalder@utah.gov](mailto:lalder@utah.gov)

Hilary Amnah, Community Arts  
617 East South Temple  
Salt Lake City, UT 84102  
801.236.7544 | [hamnah@utah.gov](mailto:hamnah@utah.gov)